ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-31 January 3, 2007

SUBJECT:

Appointment - Interim Director, Department of the Environment

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. COREY R. BUFFO is appointed Interim Director, Department of the Environment and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- EFFECTIVE DATE: This Order shall become effective nunc pro tunc to January 2, 3. 2007.

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-32 January 3, 2007

SUBJECT:

Appointment - Interim Director, Department of Housing and Community

Development

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. VICTOR SELMAN is appointed Interim Director, Department of Housing and Community Development and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

IAN M. FENTY MAYOR

ATTEST:

STEPHANIE D. SCOTT

Mayor's Order 2007-33 January 3, 2007

SUBJECT:

Appointment - Interim Director, Department of Motor Vehicles

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amemded, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. **LUCINDA BABERS** is appointed Interim Director, Department of Motor Vehicles and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

MAYOR

ATTEST:

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-34 January 3, 2007

SUBJECT:

Appointment - Interim Director, Department of Parks and Recreation

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amemded, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. WANDA DURDEN is appointed Interim Director, Department of Parks and Recreation and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

RIAN M. FENTY
MAYOR

ATTEST:

STEPHANIE D SCOTT

Mayor's Order 2007-35 January 3, 2007

SUBJECT:

Appointment - Interim Director of the Department of Human Services

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. **BRIAN WILBON** is appointed Interim Director of the Department of Human Services and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

DRIAN M. FENTY MAYOR

ATTEST:

STEPHANIE D. SCOTT

Mayor's Order 2007-36

January 3, 2007

SUBJECT:

Appointment - Interim Director/Chief Risk Officer of the Office of Risk

Management

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. **KELLY VALENTINE** is appointed Interim Director/Chief Risk Officer of the Office of Risk Management and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

MAYOR

ATTEST:

STEPHANIE D. SCOTT

Mayor's Order 2007-37 January 3, 2007

SUBJECT:

Appointment - Interim Director, Department of Consumer and Regulatory

Affairs

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amemded, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. LISA MARIE MORGAN is appointed Interim Director, Department of Consumer and Regulatory Affairs and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

DRIAN M. FENTY

ATTECT.

STEPHANIE D. SCOTT

Mayor's Order 2007-38 January 3, 2007

SUBJECT:

Appointment - Interim Chief Technology Officer

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. ROBERT LeGRANDE, II is appointed Interim Chief Technology Officer and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

ADRIAN M. FEN MAYOR

ATTEST

STEPHANIE D. SCOTT

Mayor's Order 2007-39 January 3, 2007

SUBJECT:

Appointment - Interim Chief Procurement Officer

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. **OSCAR S. RODRIGUEZ** is appointed Interim Chief Procurement Officer and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

ADRIAN M. FENTY
MAYOR

ATTEST.

STEPHANIED SCOTT

DISTRICT OF COLUMBIA REGISTER GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-40 January 3, 2007

SUBJECT:

Appointment - Interim Director, Department of Small and Local Business

Development

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. **ERIK MOSES** is appointed Interim Director, Department of Small and Local Business Development, and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

RIAN M. FENTY
MAYOR

ATTEST.

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-41 January 12, 2007

SUBJECT:

Appointment - Director, Serve D.C.

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. MILLICENT WILLIAMS is appointed Director, Serve D.C. and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 9, 2007.

ADRIAN M. FENTY

MAYOR

ATTEST:

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-.42

January 19, 2007

Delegation of Authority to the Attorney General of the District or

Columbia to Issue Rules pursuant to Section 28 of the District of

Columbia Child Support Enforcement Amendment Act of 1985

ORIGINATING AGENCY:

SUBJECT:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(6) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22 (6) and pursuant to Reorganization Plan No. 4 of 1996 and section 28 of the District of Columbia Child Support Enforcement Amendment Act of 1985 (Act), effective February 24, 1987, D.C. Law 6-166, D.C. Official Code § 46-227, it is hereby ORDERED

- 1. The Attorney General of the District of Columbia is delegated the Mayor's authority pursuant to section 28 of the Act to issue rules to implement the Act. The Attorney General may further delegate this authority to his or her subordinates.
- 2. EFFECTIVE DATE: This order shall become effective immediately.

MAYOR

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-43 January 19, 2007

SUBJECT:

Appointments - District of Columbia Public Charter School Board

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), and in accordance with the Omnibus Consolidated Rescissions and Appropriations Act of 1996, Subtitle B, effective April 25, 1996 (Public Law 104-134; section 2214), it is hereby **ORDERED** that:

- 1. HONORABLE KEVIN P. CHAVOUS is appointed as a member of the District of Columbia Public Charter School Board (hereinafter referred to as "Board") for a term to end February 24, 2009.
- 2. **ARIANA J. QUIÑONES-MIRANDA** is appointed as a member of the Board, completing the term of Kathy Etemad, which will end February 24, 2008.
- 3. **EFFECTIVE DATE:** This Order shall become effective immediately.

MAYOR

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-44 January 19, 2007

SUBJECT:

Reappointment and Appointment - National Capital Planning Commission

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), and in accordance with section 1 of "An Act providing for a comprehensive development of the park and playground system of the National Capital," approved June 6, 1924, as amended, 43 Stat. 463, ch. 270, D.C. Official Code § 2-1002, it is hereby **ORDERED** that:

- 1. ARRINGTON DIXON is reappointed as a citizen member of the National Capital Planning Commission (hereinafter referred to as "Commission") for a term to end January 2, 2011.
- 2. STACIE SCOTT TURNER is appointed as a citizen member of the Commission for a term to end January 2, 2011.

3. **EFFECTIVE DATE:** This Order shall become effective immediately.

RIAN M. FENTY MAYOR

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-45 January 19, 2007

SUBJECT:

Appointment - Interim Chairperson, D.C. Taxicab Commission

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790; P. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001) and pursuant to section 5 of the District of Columbia Taxicab Commission Establishment Act of 1985, effective March 25, 1986 (D.C. Law 6-97; D.C. Official Code § 50-304), it is hereby **ORDERED** that:

- 1. **DOREEN THOMPSON** is appointed Interim Chairperson, D.C. Taxicab Commission and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes Mayor's Order 2005-95, dated June 14, 2005.
- 3. **EFFECTIVE DATE:** This Order shall become effective nunc pro tunc to January 2, 2007.

IAN M. FENTY

MAYOR

ATTEST

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-46 January 23, 2007

SUBJECT: Establishment - Medical Assistance Administration Pharmacy and Therapeutics Committee

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- I. <u>Establishment</u>: There is hereby established in the Department of Health, Medical Assistance Administration (MAA), the MAA Pharmacy and Therapeutics Committee (Committee).
- II. <u>Mission</u>: The mission of the Committee shall be to formulate and recommend policies regarding the evaluation, selection, and therapeutic use of drugs, incorporating a best practice approach to establishing and maintaining a District of Columbia Preferred Drug List (PDL).
- III. <u>Composition</u>: The Committee shall be composed of fifteen (15) members. Eleven (11) members shall be members of the public who are practicing physicians or pharmacists, a nurse or physician's assistant, and a Medicaid advocate, all of whom shall be voting members. Four (4) members shall be *ex officio* members, three (3) of whom shall be non-voting members. All members shall be appointed by and serve at the pleasure of the Senior Deputy Director of the MAA. A list of Committee members shall be maintained in the office of the Senior Deputy Director at the MAA and shall be made available to the public upon written request. The Committee shall be composed of the following:
 - (a) Four (4) practicing physicians who serve Medicaid clients;
 - (b) Four (4) practicing pharmacists who serve the Medicaid population;
 - (c) One (1) practicing physician who shall be an expert in the care of the elderly or disabled;
 - (d) One (1) nurse or physician's assistant who serves the Medicaid population;
 - (e) One (1) advocate who shall be a resident of the District of Columbia and who advocates for the needs of the Medicaid population of the District of Columbia:
 - (f) One (1) ex-officio (voting) member consisting of the MAA Medical Director; and
 - (g) Three (3) ex-officio members (non-voting) consisting of two (2) MAA pharmacists (agency staff) and one (1) agency representative.

- IV. <u>Conflict of Interest</u>: Candidates for Committee membership shall sign a conflict of interest statement delineating economic or other relationships (e.g., contracts, employment, grants, etc.) with entities affected by drug coverage decisions that potentially influence Committee decisions. If a conflict of interest arises for any Committee member regarding an entity potentially affected by drug coverage decisions, the member shall immediately disclose the conflict and recuse himself or herself from deliberation, debate, or making recommendations and from participating in the decision-making process in any way.
- V. <u>Terms</u>: The MAA Senior Deputy Director shall initially appoint six (6) of the Committee's public members for an initial term of three (3) years and five (5) of the public members for an initial term of two (2) years. After the initial term, subsequent terms shall be for two (2) years. Committee members shall not be appointed for more than a total of three (3) terms. The *ex-officio* members shall serve for an indeterminate term.
 - (a) The MAA Senior Deputy Director shall appoint one (1) ex-officio member to serve as one (1) of two (2) Committee Co-Chairs. The MAA Medical Director shall serve as one of the Co-Chairs and shall be a voting member.
 - (b) The MAA Senior Deputy Director shall appoint members to fill the remainder of unexpired terms, as vacancies occur.
 - (c) A Committee member shall not serve beyond his or her term unless reappointed by the MAA Senior Deputy Director.
 - (d) A Committee member shall be allowed an excused absence from a meeting in the case of an emergency. Any member who fails to attend three (3) consecutive meetings shall be removed from the Committee after written notice by one of the Co-Chairs. Removal of a Committee member shall create a vacancy.
 - (f) Committee members may resign from Committee membership by submitting written notice to the Co-Chairs.
- VI. <u>Meetings</u>: The Committee shall meet quarterly at a time and place established by the Co-Chairs. Members shall receive written notice of the date, time, place, and agenda of a scheduled meeting not less than fourteen (14) days before a meeting.
 - (a) All Committee meetings shall be open to the public.
 - (b) The presence of seven (7) voting members shall constitute a quorum.
 - (c) If any vote fails to achieve a majority decision, the MAA Medical Director shall cast the deciding vote.
 - (d) Notice of any meeting shall be published in the District of Columbia Register.
 - (e) Interested and affected parties shall have the opportunity to provide written comment on all Committee actions.

VII. <u>Compensation</u>: All members of the Committee shall serve without additional compensation, except that a public member may be reimbursed for reasonable expenses incurred in the authorized execution of official Committee duties, if approved in advance by the MAA Senior Deputy Director, or his or her designee, and subject to the availability of appropriations.

VIII. Duties: The Committee shall:

- (a) Review the practices and policies for formulary management activities, such as prior authorizations, step therapies, quantity limitations, generic substitutions, and other drug utilization activities that affect access.
- (b) Establish and document procedures to assure appropriate drug review and inclusion.
- (c) Base their recommendations on scientific evidence and standards of practice, including peer reviewed medical literature, well-established clinical practice guidelines, pharmacoeconomic studies, as well as other sources of appropriate information.
- (d) Make recommendations regarding therapeutic advantages of drugs in terms of safety and efficacy when selecting formulary drugs and placing them on formulary tiers.
- (e) Approve inclusion or exclusion of the therapeutic classes in the formulary on an annual basis.
- (f) Review and act on any other policy matters that impact the District of Columbia PDL.
- IX. <u>Administration</u>: The MAA shall be responsible for implementing recommendations regarding the operation and structure of the District of Columbia PDL.
- X. <u>Applicability Date:</u> The Committee shall begin operating in accordance with this Order after the initial eleven (11) public members have been sworn in.

XI. EFFECTIVE DATE: This order shall take effect immediately.

AN M. FENTY MAYOR

ATTEST:

⁾ STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-47 January 31, 2007

MAYOR

SUBJECT:

Appointment – Interim Director, Office of Labor Relations and

Collective Bargaining

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, P. L. No. 93-198, D.C. Official Code § 1-204.22(2), it is hereby **ORDERED** that:

- 1. NATASHA N. CAMPBELL is appointed Interim Director, Office of Labor Relations and Collective Bargaining and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes any prior Mayor's Order to the extent of any inconsistency therein.
- 3. **EFFECTIVE DATE:** This Order shall become effective immediately.

ATTEST:

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-48 January 31, 2007

SUBJECT:

Mayoral Designee - Washington Convention Center Authority Board of Directors

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), and in accordance with section 205 of the Washington Convention Center Authority Act of 1994, effective September 28, 1994 (D.C. Law 10-188; D.C. Official Code § 10-1202.05), it is hereby **ORDERED** that:

1. **GREG O'DELL** is the Mayoral designee for the Washington Convention Center Authority Board of Directors.

MAYOR

2. **EFFECTIVE DATE:** This Order shall be effective immediately.

ATTEST:

SEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-49 January 31, 2007

SUBJECT:

Appointment - Interim Director of the Department on Disability

Services

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22 (2) (2001), it is hereby **ORDERED** that:

- 1. KATHY E. SAWYER is appointed Interim Director of the Department on Disability Services, and shall serve for a maximum of six months.
- 2. Mayor's Order 2007-21 is hereby rescinded.
- 3. This Order supersedes any prior Mayor's Order to the extent of any inconsistency therein.
- 4. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to January 2, 2007.

ADRIAN M. FENTY
MAYOR

ATTEST:

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-50 February 2, 2007

SUBJECT:

Transferring Records into District of Columbia Archives and Records Center

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as the Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. No. 93-198, DC Official Code §1-204.22 (2) (2001), and pursuant to the District of Columbia Public Records Management Act of 1985, D.C. Law 6-19, § 2-1706, and Title 1, Chapter 15, §§ 1516 and 1517, it is hereby **ORDERED** that:

PURPOSE

All agencies in the Executive Branch of the District Columbia government shall develop and implement records retention schedules to transfer records into the District of Columbia Archives and Records Center; appoint records officers and records coordinators to facilitate the process of transferring records of the District government into the District of Columbia Archives and Records Center; to collect, process, transfer and store historical and permanently valuable records into the District of Columbia Archives; and to preserve the institutional memory and the documentary heritage of the District government as recorded in various records media forms during the tenure of the current Administration.

APPOINTMENT OF RECORDS OFFICERS

Agency heads shall appoint records officers and records coordinators and submit their names to the Office of Public Records Management, Archival Administration, and Library of Governmental Information to facilitate the process of developing and implementing agency records retention schedules to transfer records into the District of Columbia Archives and Records Center.

RECORDS RETENTION SCHEDULE

Agencies in the Executive Branch of the District of Columbia government shall survey, appraise, and submit to the Office of Public Records Management, Archival Administration, and Library of Governmental Information for approval, a records retention schedule and records management plan to transfer records created and maintained during the tenure of the current Administration into the District of Columbia Archives and Records Center.

RECORD MANAGEMENT TRAINING

Attendance of records management workshop is mandatory for all records officers and records coordinators who will be responsible for transferring records into the Archives or Records Center. The workshop will be scheduled by the Office of Public Records to provide instructions, guidelines, and procedures on identifying, collecting, processing, and transferring historical and permanently valuable records into the District of Columbia Archives; temporary records into the District of Columbia Records Center; and published reports, studies, and publications into the Library.

FUNCTIONS

Records Retention Schedules and Records Management Plans shall:

- A. Provide for the organization, management, and control of records created and maintained by agencies of the District government.
- B. Establish policies and procedures approved by the Office of Public Records to manage records created and maintained by the District government.
- C. Manage records that document the functions, policies, decisions, procedures, and activities of agencies in the District government.
- D. Ensure the economical and efficient management of agency records and the compliance with instructions and directives issued by the Public Records Administrator pertaining to surveying, appraising, scheduling, disposal, storage, photographing, and micro-photographing records.
- E. Ensure that each agency draft and submit a records retention schedule to the Public Records Administrator for the disposition of records created and maintained by the agency.
- F. Implement provisions of the records retention schedule to transfer inactive temporary records to the District of Columbia Records Center; transfer historical and permanently valuable records to the District of Columbia Archives; and transfer reports, studies, and publications to the Library of Governmental Information.
- G. Establish criteria approved by the Office of Public Records for the management and disposition of electronic and digital database records.
- H. Establish plans, programs, and projects approved by the Office of Public Records to ensure the preservation and immediate transfer of historical and permanently valuable records into the District of Columbia Archives.

- I. Establish file plans to manage paper and electronic records
- J. Implement Records Management Administrative Orders issued by the Public Records Administrator.

Records Officers:

The responsibilities of agency Records Officers shall include the following:

- A. Serve as liaison with the Public Records Administrator on matters pertaining to records management.
- B. Develop and implement a comprehensive records management plan/program of the agency.
- C. Comply with DC Law 6-19, the "Public Records Management Act of 1985"; the Rules and Regulations of Title 1, Chapter 15 on public records of the District of Columbia; and guidelines, standards, policies, and procedures issued by the Public Records Administrator.
- D. Survey and appraise records; prepare agency Records Retention Schedule and amend existing agency Records Retention Schedule in accordance with standards and procedures issued by the Public Records Administrator.
- E. Inventory agency records to ensure that the records are scheduled in accordance with the agency Records Retention Schedule.
- F. Arrange for the transfer of historical and permanently valuable records to the District of Columbia Archives; reports, studies, and publications to the Library of Governmental Information; and inactive temporary records to the District of Columbia Records Centers.
- G. Prepare records management reports as prescribed by the Public Records Administrator for the administration of the agency records management program and the management of agency records.
- H. Attend and complete all records and information management training courses and forums as prescribed by the Public Records Administrator.
- I. All Records Officers must be certified by the Public Records Administrator as successfully completing the required training in records and information management.

All agencies of the District government shall implement the following procedures and guidelines as prescribed by the Office of Public Records for transferring historical and permanently valuable records into the District of Columbia Archives; for transferring inactive temporary records into the District of Columbia Records Center; and for transferring studies, reports, and other publications on and or about the District government into the Library.

PROCEDURES AND GUIDELINES FOR TRANSFERRING RECORDS TO THE DISTRICT OF COLUMBIA ARCHIVES AND RECORDS CENTER

I. IDENTIFY RECORDS SERIES

Identify and separate files according to the following records series as defined by archival standards:

- a. Subject Files
- b. Correspondence Files
- c. Administrative Files
- d. Case Files
- e. Project Files
- f. Departmental Files
- g. Electronic Files
- h. Other records series (contact DC Archives for advice and assistance)

II. STANDARD RECORDS CENTER BOXES

Records shipped to the District of Columbia Archives and Records Center must be packed in standard Records Center boxes (stock number 8115-00-117-8249) that are purchased from the General Service Administration.

III. PACKING FILES IN RECORDS CENTER BOXES

Pack files in Records Center Boxes by records series as listed above in a logical searchable order that accommodates the retrieval and reference service process. Files must be packed separately by records series with accession numbers annotated on the boxes as instructed by the District of Columbia Records Center.

IV. FILE INDEX

The first box of each accession must contain a complete index of the files that will be transferred to the Archives or Records Center.

V. ACCESSION NUMBERS

Contact the District of Columbia Records Center on (202) 671-1111 to secure accession numbers and instructions for annotating boxes that will be transferred and accessioned into the District of Columbia Archives or Records Center.

VI. RECORDS RETENTION SCHEDULE

Consult your agency records retention schedule to cite the disposal authority of records that will be accessioned into the District of Columbia Archives or Records Center. If the records are unscheduled, consult the District of Columbia Archives on 671-1108 for assistance.

VII. RECORDS TRANSMITTAL AND RECORDS FORM (STANDARD FORM 135)

Contact the District of Columbia Records Center to secure copies of the Standard Form 135 that must be completed and submitted to the Office of Public Records to transfer records into the Archives or Records Center. Complete and attach a copy of the file index to the Standard Form 135. Send three (3) copies of the Standard Form 135 to the District of Columbia Records Center.

VIII. SHIPPING RECORDS

Upon review and approval of your Standard Form 135, the Office of Public Records will schedule a date and time for the agency to ship the records to the Records Center.

ADRIAN M. FENTY
MAYOR

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-51 February 6, 2007

SUBJECT:

Appointment - Board of Education of the District of Columbia

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2), and pursuant to section 495 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 811; D.C. Official Code § 1-204.95, and pursuant to Council Resolution 17-23, dated February 6, 2007, it is hereby **ORDERED** that:

- 1. LAURA MCGIFFERT SLOVER is appointed as a member of the Board of Education of the District of Columbia and shall serve in that capacity at the pleasure of the Mayor, completing the unexpired term of Robin B. Martin which will expire December 14, 2008.
- 2. **EFFECTIVE DATE:** This Order shall become effective immediately.

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-52
February 6, 2007

SUBJECT:

Appointment - Board of Education of the District of Columbia

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, P. L. No. 93-198, D.C. Official Code § 1-204.22(2), and pursuant to section 495 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 811; D.C. Official Code § 1-204.95), and pursuant to Council Resolution 17-24, dated February 6, 2007, it is hereby **ORDERED** that:

- 1. TANYA VIDAL KINLOW is appointed as a member of the Board of Education of the District of Columbia and shall serve in that capacity at the pleasure of the Mayor completing the unexpired term of Joanne Ginsberg which will expire December 14, 2008.
- 2. **EFFECTIVE DATE:** This Order shall become effective immediately.

ATTEST

TEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-53 February 7, 2007

MAYOR

SUBJECT:

Delegation of Authority pursuant to D.C. Law 3-30, the Animal Control Act of 1979, as amended by D.C. Law 16-40, the Dog Park Establishment

Act of 2005.

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(6) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(6) (2001), and Section 9a of the Dog Park Establishment Act of 2005, effective December 10, 2005 (D.C. Law 16-40; D.C. Official Code § 8-1808.01) (2005) ("Act"), it is hereby **ORDERED** that:

- 1. The Director of the Department of Parks and Recreation is delegated the authority vested in the Mayor to issue rules to establish procedures for selecting a site for establishment of a dog park and to establish the procedures for the operation, maintenance and use of a dog park pursuant to § 9a(c) of the Act.
- 2. **EFFECTIVE DATE:** This Order shall become effective immediately.

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-54 February 9, 2007

SUBJECT:

Amendment of Mayor's Order 85-163, Establishment – District of Columbia Commission on the Martin Luther King, Jr. Holiday

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, D.C. Official Code § 1-204.22(2) (2001), it is hereby **ORDERED** that:

1. Sections 2, 3, 4, and 7(a) of Mayor's Order 85-163, dated September 26, 1985, are hereby amended to read as follows:

2. Purpose

The Commission shall advise the Mayor on matters relating to the District's celebration of the annual public holiday commemorating the birth of Martin Luther King, Jr., mandated by An Act To amend title 5, United States Code, to make the birthday of Martin Luther King, Jr., a legal public holiday, effective November 2, 1983, 97 Stat. 917, Pub. L. 98-144; as well as coordinate other activities to promote the life and legacy of Dr. King.

3. Functions

The Commission shall:

a make recommendations on ceremonies and activities to be sponsored by the District of Columbia government for the holiday and year-round, to include an annual holiday celebration;

b.assist private and public organizations in the coordination of their plans to celebrate the holiday with the District's events;

c.encourage educational, cultural, and service programs relating to the life of Dr. King and the holiday to honor him, designed to increase public participation in the celebrations and activities, while promoting public awareness of his legacy;

- d. coordinate District events with those planned by the Federal government to take place in the Washington metropolitan area; and
- e.undertake such other duties as are assigned to it by the Mayor.

4. Composition

The Mayor shall appoint a minimum of twelve members to serve on the Commission, including private citizens and appropriate representatives of the Council of the District of Columbia and District government agencies. All members must be residents of the District of Columbia and, to the greatest extent possible, the membership shall reflect the demographic diversity of the District.

7. Organization

- a. The Chairperson of the Commission shall be the Secretary of the District of Columbia. The Mayor may appoint a Vice Chairperson from among the members. The Commission may elect such other officers as are deemed necessary.
- 2. To the extent that this order is inconsistent with the provisions of any other Mayor's Order, the provisions of this Mayor's Order shall supersede the provisions thereof.
- 3. **EFFECTIVE DATE**: This Order shall become effective immediately.

DRIAN M. FENTY

ATTEST:

ST**EPH**ANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-55 February 9, 2007

SUBJECT:

Appointment - Secretary of the District of Columbia

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, P. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), and in accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and Resolution of the Council of the District of Columbia 17-27, dated February 6, 2007, it is hereby **ORDERED** that:

- 1. STEPHANIE D. SCOTT is appointed Secretary of the District of Columbia and shall serve in that capacity at the pleasure of the Mayor.
- 2. This order supercedes Mayor's Order 2006-178, dated December 26, 2006.
- 3. **EFFECTIVE DATE:** This Order shall become effective *nunc pro tunc* to February 6, 2007.

ADRIAN M. FENTY

ATTEST:

STERHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-56 February 9, 2007

SUBJECT:

Delegation of Authority - Retail Electric

Competition and Consumer Protection Act of 1999

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(6) and (11) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code §§ 1-204.22(6) and (11) (2001), and by section 115 of the Retail Electric Competition and Consumer Protection Act of 1999 ("Act"), effective May 9, 2000, D.C. Law 13-107; D.C. Official Code § 34-1515, as amended by § 2082 of the Municipal Aggregation Fund Congressional Review Emergency Amendment Act of 2007, effective January 16, 2007, D.C. Act 17-1. it is hereby **ORDERED** that:

- 1. The Director of the District Department of the Environment is delegated the authority vested in the Mayor to take any and all actions authorized by section 115 (a) of the Act (D.C. Official Code § 34-1515 (a)), as amended, including:
 - a. The authority to, in conjunction with the Public Service Commission of the District of Columbia, issue regulations governing a municipal aggregation program implemented under section 115 of the Act; and
 - b. The authority to administer the Municipal Aggregation Fund established by § 2082 of the Municipal Aggregation Fund Congressional Review Emergency Amendment Act, D.C. Act 17-1, and any substantially similar successor law.
- 2. The authority delegated herein to the Director may be further delegated to subordinates under the jurisdiction of the Director.

3. **EFFECTIVE DATE:** This Order shall be effective immediately and shall supersede all prior Orders to the extent of any

inconsistency.

ADRIAN M. FENTY MAYOR

ATTEST:

STEPHANIE D. SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-57 February 27, 2007

SUBJECT: Appointment - District of Columbia Water and Sewer Authority Board of

Directors

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), and in accordance with section 204 of the Water and Sewer Authority Establishment and Department of Public Works Reorganization Act of 1996, effective April 18, 1996 (D.C. Law 11-111; D.C. Official Code § 34-2202.04), it is hereby **ORDERED** that:

1. **TIMOTHY L. FIRESTINE** is appointed as the principal member of the District of Columbia Water and Sewer Authority Board of Directors, representing Montgomery County, Maryland, completing the unexpired term of Bruce F. Romer, which will end September 12, 2008 or until a successor is appointed.

MAYOR

2. **EFFECTIVE DATE**: This Order shall become effective immediately.

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-58 February 27, 2007

SUBJECT:

Amendment of Mayor's Order 2007-52, dated February 6, 2007 - Board of

Education of the District of Columbia

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), and in accordance with section 495 of the District of Columbia Home rule Act, approved December 24, 1973 (87 Stat. 811; D.C. Official Code § 1-204.95), it is hereby **ORDERED** that:

- 1. Paragraph 1 of Mayor's Order 2007-52, dated February 6, 2007 is amended to read as follows:
 - 1. TONYA VIDAL KINLOW is appointed as a member of the Board of Education of the District of Columbia and shall serve in that capacity at the pleasure of the Mayor completing the unexpired term of JoAnne Ginsberg, which will expire December 12, 2008.
- 2. **EFFECTIVE DATE:** This Order shall become effective immediately.

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-59 February 27, 2007

SUBJECT: Delegation of Authority - Grant Making Authority to Department of

Employment Services

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code § 1-204.22(2) (2001), and pursuant to Section 2403 of the Service Improvement and Fiscal Year 2000 Budget Support Act of 1999, effective October 20, 1999 (D.C. Law 13-38; D.C. Official Code § 2-1553 (a) (2006 Supp.)) ("the Act"), it is hereby **ORDERED** that:

- 1. The Director of the Department of Employment Services ("Director") is delegated the authority vested in the Mayor, to make grants to the D.C. Children and Youth Investment Trust Corporation (the "Youth Investment Trust") from grant funds available to the Director's agency, upon the Director's determination that the Youth Investment Trust constitutes a single, non-service provider, non-profit organization that meets the qualifications prescribed in the Act.
- 2. The authority delegated herein to the Director may be further delegated to subordinates under the jurisdiction of the Director.
- 3. This Order supersedes any prior Mayor's Order to the extent of any inconsistency therein.

4. **EFFECTIVE DATE**: This Order shall become effective immediately.

MAYOR

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-60 February 28, 2007

SUBJECT:

Delegation of Authority Pursuant to D.C. Law 4-171, the

"Veterinary Practice Act of 1982"

ORIGINATING AGENCY:

Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(6) of the District of Columbia Self-Government and Governmental Reorganization Act of 1973 as amended, D.C. Official Code § 1-204.22(6), and pursuant to D.C. Law 4-171, the "Veterinary Practice Act of 1982," (hereinafter, the "Act"), effective March 9, 1983, D.C. Official Code § 3-501 et seq., (2006 Supp.) it is hereby **ORDERED** that Mayor's Order 88-112, dated May 9, 1988, is rescinded and reissued as follows:

- 1. The authority vested in the Mayor pursuant to sections 6(b), 6(c), 6(j), 6(k), 6(l) and 7(a) of the Act to appoint members to the Board of Veterinary Medicine for the District of Columbia (hereinafter "the Board"), designate the Chairperson of the Board, delegate responsibilities to the Board, and determine fees is retained.
- 2. The Board is delegated the authority vested in the Mayor, pursuant to section 8 of the Act, to issue licenses to practice veterinary medicine, and the authority vested in the Mayor, pursuant to section 13, of the Act to certify animal technicians.
- 3. The Board is further delegated that portion of the authority vested in the Mayor pursuant to sections 6(n), 9, and 10 of the Act to renew licenses to practice veterinary medicine, and to hold hearings pursuant to the suspension, revocation, or refusal to issue or renew licenses to practice veterinary medicine.
- 4. The Director, Department of Health or his/her designee, is delegated that portion of the authority vested in the Mayor pursuant to sections 6(n), 9, and 10 of the Act to investigate complaints, to issue animal facility licenses, renew animal facility licenses, and to conduct hearings pertaining to the suspension, revocation or refusal to issue or renew animal facility licenses.
- 5. The Director, Department of Health or his/her designee, is further delegated all remaining authority vested in the Mayor by the Act other than the authority retained by the Mayor pursuant to paragraph 1, or delegated to the Board pursuant to paragraphs 2, 3 and 4 of this Order.

6. **EFFECTIVE DATE:** This Order shall become effective immediately.

ADRIAN M. FENTY
MAYOR

ATTEST:

STEPHANIE SCOTT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-61 February 28, 2007

SUBJECT: Re-Designation of the D.C. Office of Personnel as the D.C. Department of Human Resources

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by sections 422(2) and (11) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. L. No. 93-198, D.C. Official Code §§ 1-204.22 (2) and (11) (2006 Repl.), it is hereby **ORDERED** that:

- 1. The D.C. Office of Personnel, established under section 402 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-604.02) (2006 Repl.), is re-designated as the D.C. Department of Human Resources. The title for the head of the D.C. Office of Personnel shall be changed from the "Director of Personnel" to the "Director, D.C. Department of Human Resources."
- 2. Brender L. Gregory, appointed as Acting Director, D.C. Office of Personnel pursuant to Mayor's Order 2007-4, dated January 2, 2007, is re-designated as Acting Director, D.C. Department of Human Resources.
- 3. All references in statutes, regulations, rules, and orders to the "Office of Personnel" or "D.C. Office of Personnel;" and the "Director of Personnel" or "Director, D.C. Office of Personnel" shall henceforth refer, respectively, to the D.C. Department of Human Resources; and the Director, D.C. Department of Human Resources.

3. **EFFECTIVE DATE:** This Order shall become effective immediately and shall supersede all prior orders to the extent of any inconsistency.

DRIAN M. FE

MAYOR

ATTEST:

STEPHANIED SCOTT